



City of New Orleans

Mayor LaToya Cantrell

Request for Information

Disposal of Municipal Solid Waste

Timeline

Released: 22 October 2021

RFI Questions Deadline]: 10 November 2021

RFI Submittals Deadline: 19 November 2021

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A. Introduction

This Request for Information is used to gain working knowledge to be used in a subsequent solicitation, market research or industry support.

The Request for Information is open to all prospective suppliers and is publicly posted on the City of New Orleans' purchasing portal so that any supplier may submit a response.

A supplier is not required to respond to this Request for Information in order to submit a proposal if a sourcing event is subsequently issued.

This information is only to assist the City of New Orleans' Department of Sanitation in determining how best to fulfill the requirements described herein.

Should the City of New Orleans determine to proceed with a solicitation based on the responses to this Request for Information, the City of New Orleans may then issue one of the following sourcing events: a request for proposal, a request for qualifications, or an invitation to bid.

The sourcing event selected will be in accordance with the City of New Orleans' purchasing policies and procedures.

B. Definitions

"MSW" means Municipal Solid Waste.

"City" means City of New Orleans.

"RFI" means this Request for Information.

"Sourcing Event" means a Request for Proposal, a Request for Qualifications, an Invitation to Bid, or any similar solicitation.

C. Purpose

The purpose of this RFI is to provide support to the City in the collection and disposal of Municipal Solid Waste (MSW) and the collection and processing of curbside recycling materials. The City seeks, through this Request for Information (RFI), to identify firms that can meet the City's future solid waste processing, recycling and disposal requirements. While this RFI will not result in the award of a contract, information gathered and obtained during this process may be used to support future procurement(s). Overall solid waste disposal and recycling objectives of the City include:

- Provide environmentally sound solid waste management and recycling services;
- Provide for an appropriately sized equipment fleet, which is diligently maintained and refreshed throughout the duration of the contract;
- Incorporate alternative fuel equipment into fleet when possible;
- Provide maximum reliability;
- Provide optimal waste reduction;
- Increase recycling levels;
- Introduce new waste diversion programs (examples: green waste, glass, food waste);
- Rollout of communications plan to educate residents on how they can contribute to improving the quality of life and environmental health of the City;

- Minimize complaints while possessing the resources to promptly resolve within pre-defined SLAs;
- Encourage the use of innovative technology with a focus on fleet, routing, asset management, GIS, GPS, work order, and complaint resolution;
- Provide residents with new and convenient options for disposal of MSW and recycling materials;
- Ability to meet surge requirements;
- Provide employment opportunities with market competitive pay rates, which will attract and retain the best candidates; and
- Include opportunities for Small or Disadvantage Business Entities.

D. Background

The City of New Orleans is considering alternatives to its current residential solid waste and recycling services. The City recognizes that many options it will consider will require significant development time and is beginning this process now to proactively evaluate such options.

The City's current solid waste collection and disposal service provides for semi-automated curbside solid waste and recycling collection for over 140,000 eligible residential and small business locations in the City. This service is primarily comprised of twice weekly solid waste collection and once per week single stream recycling collection. Twice weekly solid waste collection includes collection of yard waste, bulky waste, white goods, and waste tires.

The City currently covers the municipal solid waste tipping fees for service area 1 and 2 and contractors are responsible for covering the recycling processing fees.

Service requests and complaints are submitted and tracked via the City's 311 system (<https://nola311.org/>).

The annual volumes for calendar year 2020 are as follows:

- Service Area 1
 - 85,611 tons of Municipal Solid Waste
 - 3,926 tons of Recycling Materials
- Service Area 2
 - 96,082 tons of Municipal Solid Waste
 - 2,002 tons of Recycling Materials

The expected future changes may include:

- Sub-divide current service areas into smaller areas.
- Contractors assume direct responsibility for municipal solid waste tipping fees.
- Modifications to bulky waste collections (View current City Code 138-43).
- Increase diversion rate of solid waste to recycling. The current residential recycling participation rate in the City is approximately 51% percent.
- Expand list of items currently accepted as part of single stream recycling program.
- Open and operate multiple non-processing Convenience Stations throughout the City where residents can drop off MSW and recycling materials.

E. Statement of Needs

The objectives of this RFI are:

1. To inform interested parties of the City's solid waste management needs and to engage qualified firms regarding possible approaches to addressing those needs.

2. To determine the viability of emerging solid waste management options and technologies, in addition to established technical approaches. Viable options are defined as those solid waste processing and disposal options that would:

- Provide the City long-term waste collection and disposal capacity;
- Provide the highest levels of service to the community;
- Minimize complaints while possessing the resources to promptly resolve within pre-defined service level agreement (SLA);
- Be cost effective for the City;
- Increase recycling levels;
- Optimize the collection frequencies and routes for solid waste and recycling;
- Contemplate potential changes to current bulky waste collection regulations;
- Provide for a new equipment fleet, tailored to most efficiently and reliably service New Orleans;
- Provide flexibility to adapt to future challenges and changes;
- Ability to operate as essential personnel during disasters and provide for continuity of operations;
- Ability to surge in capacity due to disaster response during emergencies to collect increased volumes;
- To identify relevant procurement, technical, business and management issues; and
- To identify parties with the experience, financial capability and proven technology to effectively manage the City's solid waste.

3. To identify any challenges that could impact the successful implementation of a new contract or delivery of services.

4. To identify the potential benefits and challenges of incorporating alternative fuel equipment into the fleet that would be used for solid waste and recycling collections.

5. To identify the potential benefits of a waste transfer station as part of the City's solid waste management operations.

6. To identify any support that would be needed from the City, either up front or on an ongoing basis.

7. To identify relevant industry performance accountability factors that could be used to track vendor performance.

8. To discuss the appropriate length of a municipal solid waste contract and the factors that influence the duration.

9. To identify potential annual contract cost adjustment measures.

F. Contents of Vendor Submissions

City of New Orleans REQUEST FOR INFORMATION (RFI-1582).

The City asks for the following information with any submission by an interested vendor:

- List your company's complete name, place of business address, telephone number, email address and the contact person assigned to this RFI;
- The ultimate parent company ownership of the proposing entity; the address and location of the office responsible for providing the potential services;
- Business structure of the Respondent entity (e.g., corporation, partnership, sole owner, joint venture, etc.); The area of expertise of the Respondent entity
- Name, address, telephone number, and contact person who will be responsible for all services to be provided;
- Provide your company's background (years in operation, ownership information, and staff size);
- Provide a brief narrative description of your company's capabilities and experience in providing local and/or state agencies with municipal solid waste, commercial waste, post disaster debris removal and/or recycling product pickup;
- Information related to the financial resources, professional ability to implement any or all component(s) of their plan(s);
- Describe 3 or more projects relevant to this RFI that your company has been hired for by local and/or state agencies within the last three (3) years; and timeline of how long your company has been providing the respective services.

G. Schedule of Events

RFI advertised and posted to purchasing portal	22 October 2021
Deadline for receipt of questions	10 November 2021
Deadline to respond to questions	15 November 2021
Deadline for receipt of submissions	19 November 2021

H. Submittal Process

Suppliers must submit their questions by the above deadline to the following email address: sawarren@nola.gov.

The subject line of the email submission must read: "Question - RFI – Municipal Solid Waste (MSW) – Department of Purchasing

Responses

Responses are due by the above deadline and must be delivered via email only to the following email address: sawarren@nola.gov.

The subject line of the email submission must read: “RFI - Municipal Solid Waste (MSW) – Department of Purchasing

Responses should be limited to no more than 20 single-sided 8 ½” x 11” pages.

Registration

The City strongly encourages registration into the City’s purchasing portal prior to responding to this RFI.

The City’s purchasing portal allows potential suppliers the ability to view current sourcing events along with their requirements.

Please use the link below to access supplier registration instructions:

<https://nola.gov/purchasing/brass/> .

If you have any questions relating to registration, send them to the following email address: procurement.brass@nola.gov . The subject line of the email submission must read: “Purchasing Portal – Registration – *[insert name of supplier]*”.

I. Additional Information

Rights and Options reserved.

This RFI does not commit the City to contract for any supplies or services.

Further, the City is not seeking proposals through this RFI and will not accept unsolicited proposals.

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise the right to cancel or modify this RFI at any time at will, with or without notice.

Please note that this RFI and any related discussions or evaluations by anyone create no rights or obligations whatsoever.

The City may revise the RFI before the submission deadline, which will be formalized by the issuance of an addendum to the RFI.

Responses are non-binding on the City or respondent to the RFI.

The City shall not be liable for any cost incurred by respondents associated with developing a submission, preparing for discussions (if any) or any other costs, incurred by the respondent associated with this RFI.

The materials submitted in response to this request shall become the property of the City.

Public Records Law/Confidentiality

All financial, statistical, personal, technical and other data and information submitted in response to this RFI shall not be considered confidential.

The City shall not be required to keep confidential any data or information submitted in response to this RFI.

All material will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations.

The City may accept requests from any interested party to keep the information in its submission confidential, and may agree to confidentiality if appropriate in accordance with state and federal law.

The proposer may also seek a protective order from a court of proper jurisdiction preventing the release of such information.

[END OF RFI]

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